

## **Fire Drill Requirements – Group E Occupancies**

### **Section 1303.3.3.2 Fire Drills**

**5. Fire Alarm Drill Records** - A record of all required fire drills shall be kept by the person in charge of the occupancy and forwarded to the chief on a quarterly basis. Records of fire drills shall include the time and date of each drill held, the name of the person conducting such drill and the time required to vacate the building. Reports must be made each school year to the State Fire Marshal's Office, PO Box 149221, Mail Code 112-FM, Austin, TX 78714-9221, on forms they provide. (The Report Form for Fire Exit Drills & Fire Prevention Education in Schools can also be downloaded off their website, [www.tdi.state.tx.us](http://www.tdi.state.tx.us), and is found in the dropdown menu titled, "Forms/Databases/Lists" under "Fire Marshal Forms".)

**6. Fire Alarm Drills - Additional Requirements**-The operator of premises housing an E Occupancy use shall:

1. Conduct at least two fire exit drills during the first two weeks of a new school year and at least one each month of operation.
2. Drills shall be executed at different hours of the day; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.
3. Maintain a written report of each fire drill in the office of the operator of the premises.

**7. Procedures** -The operator of premises housing an E Occupancy shall conduct fire drills:

1. Without warning;
2. In a manner requiring:
  - (a) all students to immediately leave the structure upon hearing the fire drill signal;
  - (b) a roll call by classes outside the structure; and
  - (c) doors to be closed as each area is evacuated;
3. In a manner simulating fire conditions;
4. In a manner prohibiting students from running or playing;
5. If approved, in a manner permitting security persons to remain inside the structure during drills;
6. Which include:
  - (a) Complete checks of each section of the structure;
  - (b) The use of varying evacuation routes;
  - (c) Occasional simulation of blocked exits;
  - (d) Provisions for calling the fire department; and
  - (e) The use of varying drill times;
7. During weather which does not pose a health threat to students;
8. As an exercise in discipline and procedure, rather than speed;
9. Alarm from pull stations;
10. According to the following signal criteria in schools relying on the class change bell for a fire alarm;

#### **NUMBER OF SIGNALS**

#### **MEANING OF SIGNALS**

<b>3</b>	Fire drill – Leave structure in an orderly manner.
<b>2</b>	Return – Re-enter the structure in an orderly manner.
<b>1</b>	Halt – Stand quietly.

**8. Fire Marshal's Power To Order Fire Drill** - The Fire Marshal may require a fire drill at any E Occupancy at any time.

(NAME OF SCHOOL)

**Section 1303.3.3.2 Fire Alarm Drills** - The operator of premises housing an E Occupancy use shall:

1. Conduct at least two fire exit drills during the first two weeks of a new school year and at least one each month of operation. \*\*
2. Drills shall be executed at different hours of the day; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing, the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner. \*
3. Maintain a written report of each fire drill in the office of the operator of the premises. \*\*\*

**Section 1303.3.3.3 Evacuation Plan** – The operator of premises housing an E Occupancy shall:

- (1) Prepare an emergency evacuation plan for review and approval by the Fire Marshal;
- (2) Post the evacuation plan in a conspicuous location in each classroom; and
- (3) Instruct all supervisory personnel and all students in the evacuation procedure.

MONTH	DATE	HOUR	NUMBER OF STUDENTS	TIME REQUIRED FOR DRILL IN MINS. / SECS.	*ACTIVITY DURING DRILL: CLASSES, ASSEMBLY, ETC.	CONDUCTED BY:
JUL.						
AUG.						
**AUG.						
SEPT.						
OCT.						
NOV.						
DEC.						
JAN.						
FEB.						
MAR.						
APR.						
MAY						
JUNE						

\*\*2<sup>nd</sup> AUG. SPACE FOR SECOND FIRE DRILL HELD WITHIN FIRST TWO WEEKS OF SCHOOL.

**\*\*\* THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE AT ALL TIMES.**

**SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
QUARTERLY REPORT OF FIRE DRILLS FOR  
JULY – AUGUST – SEPTEMBER**

DATE \_\_\_\_\_ SCHOOL DISTRICT \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ GRADES \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CAPACITY OF SCHOOL \_\_\_\_\_ NO. NOW ENROLLED \_\_\_\_\_ NO. STORIES \_\_\_\_\_

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

\*NOTE: FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW SCHOOL YEAR AND AT LEAST ONE EACH MONTH OF OPERATION THEREAFTER.

DATE	TIME OF DRILL	NO. OF PUPILS	TIME REQ. MIN/SEC	TYPE OF DRILL (Circle One)	ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.	S.A.F. D. PRESENT? (Circle One)
JULY ____				OBSTRUCTED UNOBSTRUCTED		YES NO
AUG. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
*AUG. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
SEPT. ____				OBSTRUCTED UNOBSTRUCTED		YES NO

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No

2. Are provisions made for sounding alarms from any floor? \_\_\_\_\_

Is sounding device accessible? \_\_\_\_\_ Plainly marked? \_\_\_\_\_

3. Are outside fire escapes used for fire drills? Yes No

If you would like a fire safety educational program at your school, please fax a request to our San Antonio Fire Department Community Resources Office at (210) 337-8114.

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

Send or fax report to:  
SAFD Fire Marshal 207-8410 FAX 207-7949  
1901 S. Alamo  
San Antonio, TX 78205

\_\_\_\_\_  
PRINCIPAL

\_\_\_\_\_  
SUPERINTENDENT

**JULY / AUGUST / SEPTEMBER  
SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION  
AND A CUSTODIAL SUPERVISOR

**OUTSIDE**

	YES	NO
1. Is building address plainly visible and legible from the street?	_____	_____
2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?	_____	_____
3. Are fire lanes kept clear?	_____	_____
4. Are gas and electrical shutoffs accessible and marked?	_____	_____
5. Are portables kept clear of storage and high weeds, both beneath and around?	_____	_____

**INSIDE**

6. Do all exit lights and emergency lights work?	_____	_____
7. Are all exit doors operable, free of obstruction, and kept unlocked while school is occupied?	_____	_____
8. Do all corridors have a minimum six feet clearance?	_____	_____
9. Is the school fire alarm in good working order and audible throughout the building and does it have a current inspection sticker?	_____	_____
10. If building is equipped with an automatic sprinkler system, does it have a current inspection sticker?	_____	_____
11. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?	_____	_____
12. Is there less than 25% of combustible artwork covering corridor walls?	_____	_____

**SPECIAL AREAS**

13. If present, do all boilers have a current inspection sticker? Are boilers away from combustibles?	_____	_____
14. Is there a minimum 36" clearance around electrical panels?	_____	_____
15. Are flammable and combustible liquids stored in an approved storage cabinet?	_____	_____
16. Are the hood, ducts, and filters over cooking equipment clean of grease?	_____	_____
17. Has the fixed pipe extinguishing system been serviced within the past 6 months?	_____	_____

Administration Representative \_\_\_\_\_ Title \_\_\_\_\_

Custodial Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Date of this inspection \_\_\_\_\_

**SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
QUARTERLY REPORT OF FIRE DRILLS FOR  
OCTOBER / NOVEMBER / DECEMBER**

DATE \_\_\_\_\_ SCHOOL DISTRICT \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ GRADES \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CAPACITY OF SCHOOL \_\_\_\_\_ NO. NOW ENROLLED \_\_\_\_\_ NO. STORIES \_\_\_\_\_

NOTE: FIRE CODE REQUIRES AT LEAST TWO FIRE DRILLS DURING THE FIRST TWO WEEKS OF A NEW SCHOOL YEAR AND AT LEAST ONE EACH MONTH OF OPERATION THEREAFTER.

**FIRE EVACUATION DRILLS HELD THIS QUARTER:**

DATE	TIME OF DRILL	NO. OF PUPILS	TIME REQ. MIN/SEC	TYPE OF DRILL (Circle One)	ACTIVITY DURING: CLASSES, ASSEMBLY, ETC.	S.A.F. D. PRESENT? (Circle One)
OCT. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
NOV. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
DEC. ____				OBSTRUCTED UNOBSTRUCTED		YES NO

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor? \_\_\_\_\_
3. Is sounding device accessible? \_\_\_\_\_ Plainly marked? \_\_\_\_\_
4. Are outside fire escapes used for fire drills? Yes No

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**OCTOBER / NOVEMBER / DECEMBER  
SELF-INSPECTION BY SCHOOL OFFICIALS**

THIS INSPECTION IS TO BE MADE BY A MEMBER OF THE SCHOOL ADMINISTRATION  
AND A CUSTODIAL SUPERVISOR

**OUTSIDE**

	YES	NO
1. Is building address plainly visible and legible from the street?	_____	_____
2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?	_____	_____
3. Are fire lanes kept clear?	_____	_____
4. Are gas and electrical shutoffs accessible and marked?	_____	_____
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11. Are sufficient and proper type extinguishers provided throughout the building and have they been serviced within the past year?	_____	_____
12. Is there less than 25% of combustible artwork covering corridor walls?	_____	_____

**SPECIAL AREAS**

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Administration Representative\_\_\_\_\_Title\_\_\_\_\_

Custodial Supervisor \_\_\_\_\_Title\_\_\_\_\_

Date of this inspection\_\_\_\_\_

**SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
QUARTERLY REPORT OF FIRE DRILLS FOR  
JANUARY – FEBRUARY – MARCH**

DATE \_\_\_\_\_ SCHOOL DISTRICT \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ GRADES \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CAPACITY OF SCHOOL \_\_\_\_\_ NO. NOW ENROLLED \_\_\_\_\_ NO. STORIES \_\_\_\_\_

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JAN. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
FEB. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
MAR. ____				OBSTRUCTED UNOBSTRUCTED		YES NO

1. Would you like for the Fire Department to observe a fire drill in your school? Yes No
2. Are provisions made for sounding alarms from any floor? \_\_\_\_\_
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4. Are outside fire escapes used for fire drills? Yes No

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**REMARKS:**

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SUPERINTENDENT

**JANUARY / FEBRUARY / MARCH  
SELF-INSPECTION BY SCHOOL OFFICIALS**

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AND A CUSTODIAL SUPERVISOR

**OUTSIDE**

	YES	NO
1. Is building address plainly visible and legible from the street?	_____	_____
2. Are Fire Dept. sprinkler and standpipe connections unobstructed and accessible?	_____	_____
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Administration Representative \_\_\_\_\_ Title \_\_\_\_\_

Custodial Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Date of this inspection \_\_\_\_\_



**SAN ANTONIO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
QUARTERLY REPORT OF FIRE DRILLS FOR  
APRIL – MAY – JUNE**

DATE \_\_\_\_\_ SCHOOL DISTRICT \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_ GRADES \_\_\_\_\_

ADDRESS \_\_\_\_\_ TELEPHONE \_\_\_\_\_

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APR. ____				OBSTRUCTED UNOBSTRUCTED		YES NO
MAY ____				OBSTRUCTED UNOBSTRUCTED		YES NO
JUNE ____				OBSTRUCTED UNOBSTRUCTED		YES NO

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**An annual report must be made to the State Fire Marshal on forms that can be found at [www.tdi.state.tx.us](http://www.tdi.state.tx.us) in the "Fire Marshal Reports" section of the site.**

**APRIL / MAY / JUNE**  
**SELF-INSPECTION BY SCHOOL OFFICIALS**

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**OUTSIDE**

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Administration Representative \_\_\_\_\_ Title \_\_\_\_\_

Custodial Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Date of this inspection \_\_\_\_\_